

ASSESSMENT DIVISION MANAGER

Assessor's Office

PURPOSE: Under Wisconsin State law, the Assessor's Office determines the assessed value for residential, commercial, and personal property within the City of Milwaukee. The Office prepares assessments and tax rolls of all assessable property, maintains property records, and interprets and administers laws on assessments and exemptions. The Assessment Division Manager leads a team of 8-10 appraisers in supporting and accomplishing the goals and objectives of the Assessor's Office.

ESSENTIAL FUNCTIONS:

- ◆ Supervise the discovery, listing, and uniform valuation of all property in the City of Milwaukee.
- ◆ Maintain and motivate an effective work team through selection, training, coaching, planning, and supervising to attain department goals and objectives.
- ◆ Supervise and contribute to the production of an annual assessment roll.
- ◆ Process assessment appeals as required by assessment law.
- ◆ Participate in and prepare appraisal reports for board of review and court hearings.
- ◆ Provide service and information to citizens, other City departments, and public agencies.
- ◆ Research and recommend action regarding the eligibility for property tax exemptions.
- ◆ Participate in short- and long-term strategic planning.
- ◆ Foster equal opportunity and employee safety.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in accounting, business administration, real estate appraisal, engineering, architecture, or a related field from an accredited college or university.
2. Wisconsin Assessor Certification at the Assessor 2 level.
3. Five years of experience assessing property in a governmental assessment office or performing mass appraisals in an appraisal firm.
 - *Equivalent combinations of education and experience will be considered.*
4. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment. *Mileage reimbursement is provided.*
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Experience in management and supervision.
2. Master's Degree in real estate or a related field.
3. Professional designations from the International Association of Assessing Officers (IAAO), the Appraiser Institute[®], or the National Society of Real Estate Appraisers (NSREA).
4. Experience in the valuation of various classes of property.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ◆ Knowledge of management concepts and ability to effectively lead, manage, and supervise staff members.
- ◆ Knowledge of property appraisal principles and methodology.
- ◆ General knowledge of building and construction.
- ◆ Knowledge of mass appraisal computer applications as well as word processing, database, and spreadsheet programs.
- ◆ Knowledge of mathematics; ability to calculate accurately.
- ◆ Analytical skills, problem-solving skills, and ability to exercise sound judgment independently.
- ◆ Ability to read and interpret work-related materials.
- ◆ Ability to communicate clearly, both orally and in writing.

- ♦ Interpersonal skills; the ability to work effectively with staff, City officials, representatives of other agencies, and citizens.
- ♦ Ability to provide excellent customer service.
- ♦ Honesty and integrity.
- ♦ Ability to plan, coordinate and accomplish work.
- ♦ Ability to work well under pressure and within deadlines.

THE CURRENT SALARY RANGE (SG 09) IS: \$60,809-\$85,129 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **August 20, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee WI 53202-3554, by calling 414.286.3751.